

CHEVY CHASE VILLAGE
BOARD OF MANAGERS
FEBRUARY 13, 2012 MEETING

STAFF REPORT

TO: BOARD OF MANAGERS
FROM: SHANA R. DAVIS-COOK, VILLAGE MANAGER 
DATE: 2/9/2012
SUBJECT: UPDATE ON RECORDS MANAGEMENT PROJECT

With input from staff, I have prepared the attached draft Records Retention Schedule for the Board's review and approval. This schedule was modeled after current State-approved schedules for similarly situated and sized municipalities, and by assessing our documents for their administrative, legal, fiscal and/or historical value. Over the past several weeks, the Village staff has been organizing the in-house files to support our records management efforts.

Proposed Timeline

1. I welcome Board members feedback and modifications to the draft schedule during the discussion on Monday evening (February 13).
2. Following the meeting, I will incorporate any changes we receive from the Board for submission of the final schedule to the Maryland State Archives' Records Management Division office by the end of the week (February 17).
3. The State Archives staff will review the submitted schedule and respond within 45 days either approving the schedule as written, or with recommended changes (by the week of April 2).
4.
 - a. In the interim, a part-time temporary administrative clerk will be brought in to assist Village staff as we continue to work through Village files separating those files that we intend to digitize or maintain in-house for internal record-keeping and reference purposes, records that we intend to destroy, and records that will need to be submitted to the State Archives for permanent storage.
 - b. Additionally, we will continue to work with Legal Counsel to arrange for retrieval of those documents that either belong in the Village's possession (i.e., Village Hall deed, park land deeds, etc.), documents that should be submitted to the State Archives for permanent storage, and documents that can be destroyed¹ (both the internal work and facilitation with Counsel should be completed by late spring 2012).

¹ In addition to certain documents that belong in the Village's possession, Counsel possesses copies of Village-related documents that were supplied to him for his, and his predecessors', use as the Village's Legal Counsel. Staff will meet with Counsel in the next couple of weeks to determine the quantity of documents that we need to collect from him and to determine which records he possesses in duplicative form that we do not need to obtain.

5. Once the State has approved our records retention schedule, we can begin to prepare files for transfer to the State Archives and for destruction (disposal certificates must be completed for every series of documents destroyed) (spring/summer 2012).
6. Following our purge and review of the remaining files, we will assess our needs related to a digital archiving system for ongoing operations (summer 2012).
7. The Village's Records Retention Schedule will be reviewed, and amended if necessary, every two years.

Board Action Requested

I request approval of the attached draft Records Retention Schedule, either as drafted or with modifications, for submission to the Maryland State Archives.

Attachments

Draft Records Retention Schedule
Existing Records Retention Schedule

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No.
		Page 1 of 4
Agency Chevy Chase Village		Division/Unit Administration/General Government
Item No.	Description	Retention
100	<p>BOARD OF MANAGERS, APPOINTED COMMITTEES, LEGAL, & ORDINANCES, MISC.</p> <ul style="list-style-type: none">-Meeting Agendas, Minutes, Briefing Materials,-Audio Recordings-Forms to Convene a Closed Meeting and Executive Session Notices <p>-Adopted, original signed Resolutions, Charter amendments, Proclamations, Policies, Ordinances and related legislative reference material</p> <p>ELECTIONS</p> <ul style="list-style-type: none">-Ballots (including absentee) and results <p>-Financial Disclosures</p>	<p>Retain permanently, transfer periodically to State archives.</p> <p>Retain permanently, transfer periodically to State archives.</p> <p>Retain for two years from the election date, then destroy.</p> <p>Retain for two years from date of filing, then destroy.</p>
101	<p>PERSONNEL</p> <ul style="list-style-type: none">-Recruitment files-Personnel Records/Jackets, including employment application, background investigation materials, performance evaluations, etc.	<p>Retain for five years after termination date and then destroy.</p>
<p>Schedule Approved by Department, Agency, or Division Representative.</p> <p>Date _____</p> <p>Signature _____</p> <p>Typed Name _____</p> <p>Title _____</p>		<p>Schedule Authorized by State Archivist</p> <p>Date _____</p> <p>Signature _____</p>

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No.
		Page 2 of 4
Agency Chevy Chase Village		Division/Unit Administration/General Government
Item No.	Description	Retention
102	<p>PERMITTING</p> <ul style="list-style-type: none">-Building permit applications and supporting materials for administrative permits.-Building permit applications and supporting materials for variances, special permits and appeals-Utility and communications company plans	<p>Screen every 5 years and destroy material having no further legal, administrative or operational value.</p> <p>Retain permanently, transfer periodically to State archives.</p> <p>Retain until superseded and then destroy.</p>
103	<p>GENERAL</p> <ul style="list-style-type: none">-Monthly Newsletters-Official Correspondence-Project or Official Action Notices-Press releases-Interdepartmental Memoranda-Studies-Directives-Maps and plans of rights-of-way, parks and the Village Hall-Village Hall deed and covenants-Miscellaneous files relating to the administration of the government-Hall rental applications-Class applications-Work Orders and Requests for Service	<p>Screen annually and destroy material having no further legal, administrative, fiscal or operational value.</p>

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No.
		Page 3 of 4
Agency Chevy Chase Village		Division/Unit Police Department
Item No.	Description	Retention
104	<p>POLICE DEPARTMENT</p> <ul style="list-style-type: none">-Citations (municipal, yellow copies of state citations, warnings)-General Orders-Grant information-Police reports: auto collision and incident <p>-Department Personnel Files (sworn officers only), including internal investigations</p> <p>-Miscellaneous files and reports</p> <p>-Audio recordings</p> <p>-Record of expunged files</p>	<p>Retain for ten years, then destroy.</p> <p>Screen annually and destroy material having no further legal, administrative, or operational value.</p> <p>Retain for one year, then destroy.</p> <p>Retain for three years, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No.
		Page <u>4</u> of <u>4</u>
Agency Chevy Chase Village		Division/Unit Administration/Finance and Accounting
Item No.	Description	Retention
105	<p>FINANCE AND ACCOUNTING</p> <ul style="list-style-type: none">-Annual Financial Statements and Uniform Financial Reports (independent audit reports)-Official documents related to the creation of the annual budget and the annual financial statements-Payroll related documents (including time sheets, leave requests, leave logs, federal and state tax withholding forms and statements)-Accounting files (purchase orders, paid invoices, bank deposits, payment receipts, bank statements)-Post Office Lease Agreements-Contracts-Requests for Proposals and Responses-Requests for Bids and Responses-Certificates of Insurance	<p>Retain permanently, transfer periodically to State Archives.</p> <p>Retain for five years then destroy.</p> <p>Retain for five years then destroy.</p> <p>Retain for five years from contract termination, then destroy.</p>

DGS-650-1
REV. 6/78

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. C-527

PAGE
NO. 1 of 3

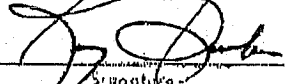

RECORDS RETENTION AND DISPOSAL SCHEDULE

Chevy Chase Village

Item No.	Description	Retention
1.	<p><u>Minutes, Legal, and Ordinances</u></p> <p>Contained in the file are the administrative, legislative, and legal opinions from which the Board of Managers take appropriate action. Included also are such items as minutes of the board, charter, ordinances, resolutions, oaths of office, zoning information and building permits.</p>	<p>Retain originals permanently for eventual transfer to archival storage. Retain duplicate copies permanently in office.</p>
2.	<p><u>Mini-Bonds, Bond Certificates</u></p> <p>File contains copies of cancelled floating bonds with financial disclosure and general obligation certificates. Included also are citizens' comments, balloting referendum, opinion of counsel and redeemed bonds.</p>	<p>Retain for three (3) years after full retirement of bond issue, then destroy.</p>
3.	<p><u>Payroll Time Books</u></p> <p>Contains old time books and Federal W-2s of all employees on hourly wage scale from 1934-1970. This file is no longer used.</p>	<p>Retain in office permanently.</p>
4.	<p><u>Personnel Files</u></p> <p>Alphabetical arrangement containing the history of each employee actively employed with the city government. Included in the file are applications, letters of recommendation, salary changes, correspondence, citations, disciplinary actions, training records, medical information, and resignations.</p>	<p>Retain until termination of employment and for ten (10) years thereafter, then destroy.</p>
5.	<p><u>Personnel History Card</u></p> <p>File consists of a 4 x 3 history card on each employee and containing a summary of job classification, dates of employment, salary and reason for leaving.</p>	<p>Retain permanently.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

11/2/82  
Date Signature

Date

Signature

FORM 1A
REV. 2/75RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NO. C-527PAGE
NO. 2 of 3

Item No.	Description	Retention
6.	<u>General Files</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives and other miscellaneous papers relating to the administration of the village of Chevy Chase.	Screen annually destroying that material no longer needed for current business. Directives and other material relating to planning and policy that illustrate the development of the village of Chevy Chase, retain permanently for archival storage.
7.	<u>Police Records</u> Contained in the file are police tickets/citations providing information such as serial numbers, name, date, violation and disposition of case; accident reports; incident reports; daily reports; and miscellaneous general correspondence.	Retain for ten (10) years, then destroy. Material having continuing legal or administrative value, retain until such value ceases, then destroy.
8.	<u>Accounting Records</u> A. <u>General Accounting Records</u> Annual Financial Reports to Local and State Agencies Assessment Lists (Field Books and Notes) Bankbooks, Statements and Deposit Slips Budget Records, Papers and Worksheets Business, Trading, Fishing and Hunting Licenses (which are renewable annually), stubs & copies Cancelled Checks, Check Copies and Check Stubs Counter Cash Books Delivery Orders, Receipts and Receiving Reports Expense Reports Gasoline Tickets Paid Bills, Vouchers and Invoices Paid Bonds and Commissions Paid Tax Bills and Paid Delinquent Tax Bills Pay and Receiving Warrants and Transmittals Payroll Exceptions Payroll Journals Receipt and Disbursement Journals Receipt Books and Receipt Copies Reconciliation and Trial Balance Sheets Requisitions and Purchase Orders Tax Collection Books Time Sheets and Mileage Reports Withholding Forms and Statements (Federal & State)	Retain permanently in office

FORM RM-1A
REV. 2, 75RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NO. C-527PAGE
NO. 3 of 3

Item No.	Description	Retention
	<u>B. Special Accounting Records</u> Assessment Books Books of Final Entry - General Ledgers Employee Roster, Card File, or History Cards Audit Reports	Retain permanently. Retain permanently.
9.	<u>Legal (ACL)</u> These are the personal files of Arthur C. Lambert for the years 1951-1972 containing specialized subject matters undertaken by the city's legal counsel during zoning, annexation, and growth of the city.	Retain in office permanently.
10.	<u>Ballots</u> File contains completed election ballots for any and all city elections.	Retain for three (3) years, then destroy.